MiCRO
Guide for CURF applicants and users

1. Registering to MiCRO

MiCRO is an online system that allows you to:
- apply for CURF access online
- view which CURFs are available in your organisation
- view the CURFs to which you have access, and
- update your contact information.

To use MiCRO you need to be registered to use it. To register, go to the MiCRO login page at https://secure.abs.gov.au/micro and click 'Register to use MiCRO'. This will take you to the registration screen to record your personal details. All the details marked with a red asterisk (*) are mandatory fields.

Criteria for creating User ID and password:
User ID:
- any combination of letters or numbers
- at least 6 characters

Password:
- at least 8 characters
- includes both upper and lower case letters
- includes at least one number
- cannot repeat any letter or number

Use the 'Submit' button at the end of the page to complete the process. Enter MiCRO by using the 'Login' link and your user ID and password.

2. Joining an organisation

Once you have registered, you will need to join an organisation through which you will apply to access CURFs. The organisation's Contact Officer will verify that you are an employee or student of that organisation before your membership is approved.

Steps to join an organisation:
1. Click on the link 'Apply to join an organisation'
2. Select your organisation from the drop down menu
3. Add your position and Faculty/Division (as applicable)
4. Press the 'Submit' button

You can join multiple organisations by using the 'Join an organisation' option in the left navigation menu.

If your organisation is not listed in the drop down menu, you will need to contact the ABS to register your organisation. See New Organisation – Role and Steps to apply for CURFs for further instructions.

3. Personal Deed of Undertaking

After applying to join an organisation you need to sign the Personal Deed of Undertaking. This deed is a legal document and must be sent to the ABS before access to CURFs can be granted. You

will need to supply a Personal Deed of Undertaking for each organisation you join. For more information about the Personal Deed of Undertaking see Individual User Undertaking.
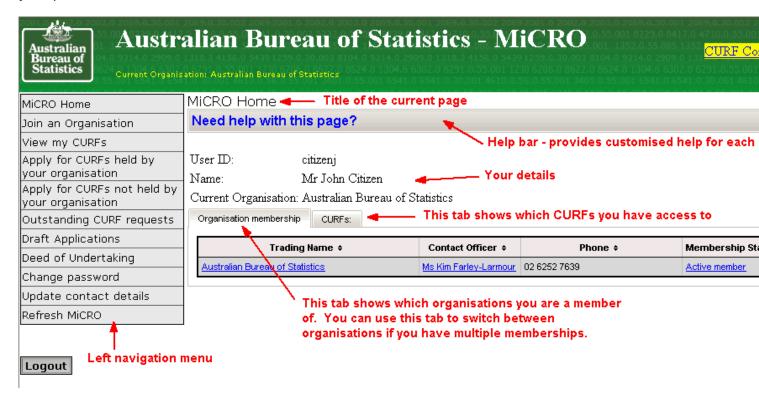
Steps for completing the Personal Deed of Undertaking:
1. Press the 'Print and Finalise Submissions' button.
2. Print out Personal Deed of Undertaking
3. Sign the Personal Deed of Undertaking with a witness present
4. Send completed Undertaking to:

   Microdata Access Strategies
   Australian Bureau of Statistics
   Locked Bag 10
   Belconnen ACT 2616

4. Overview of functionality

The home page gives you access to the different areas of MiCRO through the left navigation menu, and displays your organisation memberships. You can manage your CURF holdings through the navigator menu by viewing the CURFs you have access to, applying for new CURFs, and updating your personal information.

5. Changing your personal details

You can change your personal details in MiCRO.

Changing contact details
1. Select 'Update contact details' from the left navigator
2. Change the information you wish to update.
3. Select 'Update' to put your changes into effect.

4. If you make a mistake and need to reset the form back to the previously submitted information, press the 'Reset details' button.

Changing password
1. Select 'Change password' from the left navigator
2. Enter your current password in the 'Current Password' field
3. Enter the new password in the 'New Password' field
4. Re-enter the new password in the 'Confirm new Password' field
5. Click the 'Update Password' button located at the end of the page
6. If you forget your password, contact the ABS on (02) 6252 7714 or at microdata.access@abs.gov.au so that it can be reset.

6. Leaving an organisation

The Contact Officer of your organisation can deactivate your access to that organisation, or you can deactivate your membership yourself. Once deactivated you will no longer be able to apply for CURFs through that organisation, and the CURF access you currently have with that organisation will be cancelled (see Managing ABS Confidentialised Unit Record Files (CURFs): A Step by Step Guide, Aug 2009).

To deactivate your own organisation membership:
1. In the Home page, on the Organisation Membership tab, click on the name of the organisation you are leaving
2. Select the 'Leave Organisation' button, and then confirm on the next page.

7. Applying for and managing CURF access

You can apply for CURFs through MiCRO in two ways:
• You can apply for access to a CURF that your organisation has already been approved to use. If your access is approved, there is no cost associated with this access as your organisation has already purchased and gained access to the CURF.
• You can apply to access a CURF that your organisation is not already approved to use. This access will require approval from the Deputy Statistician and, if approved, will incur a cost (see CURF prices for more information of the cost of CURF access). This process can take up to 4 weeks.

7.1 Applying for and managing CURF access

1. Select either 'Apply for CURFs held by your organisation' or 'Apply for CURFs not held by your organisation', depending on whether your organisation has previously purchased the CURF. You will see the current CURF holdings of your organisation under 'Apply for CURFs held by your organisation'. If a CURF is not currently held by your organisation it will need to be purchased.
2. Select the CURF you want to apply for access to. Click on the title of the CURF to open an application for that CURF.
3. Select the CURF formats you want to apply for: Basic on CD-ROM, Basic on RADL, Expanded on RADL and/or ABSDL. For more information on CURF formats, see Accessing CURF Microdata.
4. Enter detailed information about the Statistical Purpose and Expected Output that the CURF will be used for. For more information regarding what information is required in a Statistical Purpose and Expected Output see Frequently Asked Questions - Applying for CURFs - What is meant by 'Statistical Purpose' on the application forms?
5. If you are using the CURF to provide output to a third party (i.e. generating a report for a government department) you will need to select 'Yes' to the question 'Is this work being undertaken for a third party?'. This will then allow you to provide more information about who the third party is and what sort of information will be provided to the third party. If you are not using the CURF to provide output to a third party, select 'No'.

6. When you have completed the application, press the 'Continue' button
7. Your application has now been saved under 'Draft Applications'. Click the 'Return to list of CURFs' button and repeat steps 1-6 to apply for more CURFs. Your Statistical Purpose and Expected Output will be automatically populated from the last application you completed for easy updating. This information will be retained in MiCRO until you log out.
8. Once you have composed all your applications, click the 'Draft Applications' link in the left navigator.
9. This view is used to review your applications, remove applications you no longer want to apply for, or to submit an application to your Contact Officer for verification prior to submitting to the ABS.
10. To remove a Draft Application, click the 'Remove' link next to the application(s) you want to remove.
11. To alter a Draft Application, click on the 'Edit Request' link which appears after the name of the CURF application you want to alter. Once you have finished altering the application, click the 'Update' button (see also *Altering an application* below).
    When you have finalised your applications for CURF access, click the 'Send selected to Contact Officer' button to send your applications to the Contact Officer.

7.2 Applying for CURFs under more than one organisation

If you are a member of more than one organisation you will need to apply for CURFs separately for each organisation. In order to apply for CURFs under an organisation you will need to ensure that the organisation selected is your 'Current organisation'. Your current organisation is listed on the home page in the Personal details (see section 4.1 for more information about the Home page). In order to change your current organisation:

1. On the MiCRO Home page, click the name of the organisation you wish to set as your current organisation
2. Click 'Set as your current organisation' button.
3. Click 'Continue'
4. You can now apply for CURFs under that organisation by following the procedures outlined in Section 7.1 and 7.2.

7.3 Altering an application - Application not yet sent to the ABS

1. Click 'Draft applications'
2. Select 'Edit request' next to the CURF application.
3. Update the information in your application.
4. When you are happy with the information contained in your application, press the 'Update' button located at the bottom of the page.

7.4 Altering an application - The ABS requests more information

After submitting your application, the ABS may ask you for more information about your Statistical Purpose or Expected Outputs. You will receive an email from the ABS outlining what information is required. You can update your application by following the below steps:

1. Click 'Outstanding CURF requests'
2. Click the link 'More information is required - Edit request'. This is located under the Statistical Purpose of the application that the ABS has requested you provide more information for.
3. Update the information in your application.
4. Click the 'Update' button

7.5 Altering an application - New statistical purpose

Access to microdata is granted for specific and approved Statistical Purposes. If you have been approved to access a CURF but your Statistical Purpose has changed, due to a new project for example, you will need to re-apply for access to the CURF. You will need to follow the steps in

Applying for CURFs above. This is required in order to be approved to use the CURF for your new Statistical Purpose.

7.6 Viewing CURF holdings/access records

1. Click 'View my CURFs' in the left navigator, or
2. Click the CURFs tab on the MiCRO home page.